



State of Wisconsin
Department of Administration

**Creating and Modifying Budget
Journals
Job Aid**

Version 1.0

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PURPOSE

This Job Aid is designed to provide additional information regarding the FIN305: Budget and Commitment Control course. This will review the Create and Modify Budget Journals process.

CREATE AND MODIFY BUDGET JOURNALS

Description

The Create and Modify Budget Journals process provides for budgetary control against predefined and authorized budgets within the General Ledger.

A budget structure is defined prior to creating budget journals. The key functions of the budget journals include entering budget journals into the system (manual or batch), posting budget journals to budget ledgers. Budget journals can be created both on a one-by-one basis by using online pages and by electronically loading into tables using a spreadsheet budget journal or a flat file using the budget import tool.

The key activities involved in the Enter and Process Budget Journal sub-process are:

- Create and Maintain Budget Structure
- Create Budget Journal
- Manage Budget Exceptions

Process Flow

Given below is the business process flow for the Enter and Process Budget Journal sub-process. This process flow explains the flow of the various steps involved in this activity. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually. It explains the business process followed to set up process budget journals.



